



# CITY OF ATLANTA

## Job Announcement

### GROUND TRANSPORTATION OPERATIONS ASSISTANT

**STARTING SALARY: \$28,602**

**Salary Grade: 11**

**Applications Accepted From: June 19, 2006 until June 23, 2006**

#### **Minimum Job Requirements \***

Applicants for this position must have a High School Diploma or GED; 6 months security or transportation related experience required, in addition to three (3) years of experience in a parking or transportation environment. Applicants must be able to effectively communicate and interact with management, employees, and customers. Have the ability to assemble information and make written reports and documents in a concise, clear, and effective manner. Equivalent combinations of training and experience will be determined under prescribed guidelines.

#### **Duties of the Job:**

This employee will enforce the City of Atlanta Code of Ordinances as it relates to commercial transportation at Hartsfield-Jackson Atlanta International Airport. Employee will monitor, coordinate and facilitate the movement of commercial ground transportation vehicles, which include taxis, limousines, and shuttle vans. Furthermore, the employee will maintain vehicle and drivers standards, and will ensure that all ground transportation areas are well maintained.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.